

(Date)

MEMORANDUM FOR      *(Bureau Property Management Officer Name)*  
                                  *(Bureau) Property Management Officer*  
                                  *(Bureau Property Management Officer Office Name)*

FROM:                     *(Bureau Property Management Officer Director Name)*  
                                  *(Director Title)*  
                                  *(Director Office Name)*

SUBJECT:                 Property Management Officer Appointment Letter

Effective *(date)*, you are appointed as the Property Management Officer for the Department of Commerce, *(Bureau Name)*.

Duties are outlined in the Department of Commerce Personal Property Management Manual, October 2007 and the *(Bureau Specific Property Management Manual Name)*

If you have any questions, please contact *(Property Management Officer Director Name)* at XXX-XXX-XXXX.

cc: Individual's File  
      Property Management File  
      OS Property Management Office